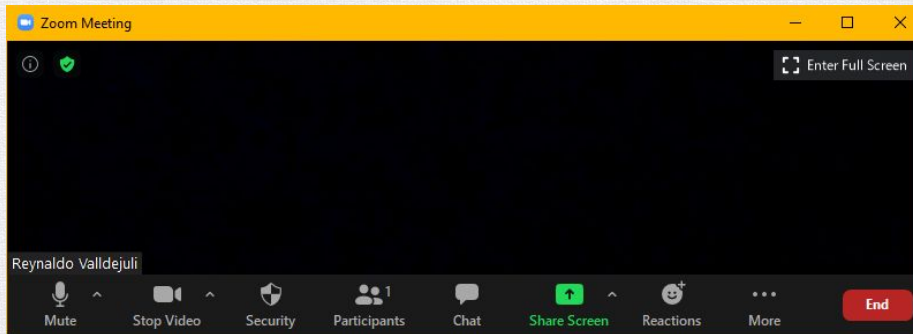


# Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
  - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
  - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



**NOTICE:** In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact [ldoecommunications@la.gov](mailto:ldoecommunications@la.gov)





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## **Special Education Reporting (SER) System**

**SER February 1 MFP Child Count**

**Office Hour**

**February 9, 2022**

Visit the [System Support page](#) for a copy of this webinar.

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# Agenda

## I. 2021-2022 Data Reporting

- Data Reporting Systems
- 2021-2022 Benchmark Calendar
- Snapshots

## II. February 1 MFP Spring Collection

- MFP Counted / Not Counted Reports
- Cross Check Reports
- 2021-2022 On-going Support
- Questions

Suggested participants for this call:

- Early Childhood Supervisors
- Curriculum Supervisors
- Data Coordinators
- District Test Coordinators and Accountability Contacts
- Federal Program Supervisors
- High School and Career and Technical Supervisors
- Personnel Directors
- Talent Supervisors
- Business Managers







## 2021-22 Data Reporting/Snapshots



# Application Systems for 2021-2022 Data Reporting



## eScholar

- [Uniq-ID](#)
- [DirectMatch](#)
- [StaffID](#)

[eScholar Resources](#)



## [LEADS Portal](#)

- Special Education Reporting (SER)
- Annual Financial Reporting (AFR)<sup>2020-21</sup>
- Student Transcript System (STS)

[System support page](#)



## [EdLink 360](#)

- Calendars
- Student data
- Staff data

[EdLink 360 support page](#)



# 2021-2022 Benchmark Calendar

## Application systems:

Data is reported during scheduled collection periods with specific open/close dates.

**EdLink 360:** Data is reported daily (when available) with snapshots taken at specific times during the school year

## SNAPSHOT PERIODS:

**FALL**

**SPRING**

**END-OF-YEAR**

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Verification Systems: eScholar Uniq-ID, eScholar DirectMatch, eScholar StaffID, Other Systems: Special Education Reporting (SER), Sponsor Site (SPS), Compass (HCS)											
	Oct 1 MFP/IDEA					Feb 1 MFP					
	K-3 Assessment										
	CLASS								CVR		
	LEAP 2025 Fall Assessments					LEAP 2025 Spring Assessments					
STS End-Of-Year (Prior Year)						STS Mid-Year			STS End-of-Year		
								End-Of-Year (Student data)			
End-Of-Year (Staff data)								End-of-Year (Staff data)			
AFR End-Of-Year (Prior Year)											
Student Dropout Corrections											



# 2021-2022 Benchmark Calendar and Snapshots

- [2021-2022 Benchmark Calendar](#) - List of activities with benchmark and snapshot dates
  - eScholar applications (Uniq-ID, DirectMatch, StaffID)
  - LEADS Portal applications (SER, STS, HCS, SPS, AFR<sup>20-21</sup>, etc.)
  - EdLink Snapshot Dates and list of extracts for each snapshot group

School Year	Snapshot Group	Snapshot Start Date	Snapshot End Date	As of Date
2021-2022	LEAP 2025	08/01/2021	10/04/2021	N/A
2021-2022	K3 Assessments	08/01/2021	10/29/2021	N/A
2021-2022	Oct MFP	08/01/2021	11/19/2021	10/01/2021
2021-2022	Class	08/01/2021	01/07/2022	10/01/2021



# Special Education Reporting (SER) System

## February 1 MFP Spring Collection

SER Feb 1 MFP Child Count is critical for funding, federal reporting, and assessments. LEA's have until **February 25, 2022** to verify data and ensure all data is submitted.

To be included in the Feb 1 MFP Child Count, a student must have the following:

- A current evaluation disseminated *on or before* February 1
- A current IEP with a team meeting date *on or before* February 1
- Active services beginning *on or before* February 1

The Feb 1 MFP Child Count will be taken with a count date as of Feb 1.

SER is updated nightly at 6:00 p.m. Any data entered or changes made in SER, either evaluations entered, IEPs submitted, or services open, will be reflected the following



# SER Feb 1 MFP Child Count Statement of Affirmation

The *SER Feb 1 MFP Child Count Statement of Affirmation* will be provided to school systems by being dropped on the [DM FTP](#) (Data Validation folder) February 28, 2022 .

Submit the completed form with signatures using the [SER Feb 1 MFP Child Count Statement of Affirmation](#) form link by **March 11, 2022**



## SER Feb. 1 Child Count Statement of Affirmation Special Education Reporting System (SER)

Fiscal Year 2021-2022  
MFP Count Date: 2/1/22

I hereby certify that the Special Education Reporting (SER) data submitted by ~~this~~ school district for the February 1 MFP final submission are true and accurate.

Sponsor Code: «SponsorCd»      Sponsor Name: «SponsorName»

Date: \_\_\_\_\_

Special Education Supervisor/Director: \_\_\_\_\_  
(SoEd Supervisor/Director name - print or type)

Signature: \_\_\_\_\_  
(SoEd Supervisor/Director signature)

School System Leader: \_\_\_\_\_  
(Superintendent/CMO/School System Leader name - print or type)

Signature: \_\_\_\_\_  
(Superintendent/CMO/School System Leader signature)

COMMENTS: (Please note any discrepancies or issues in your counts.)

Please submit the completed form with signatures by Friday, March 11, 2022 using the [SER Feb 1 MFP Statement of Affirmation Return](#) form link



Believes





## MFP Counted / Not Counted Reports



# Feb 1 MFP Child Count Reports

The Feb 1 MFP Child Count data is used for LEA funding, it is imperative to verify data results and make adjustments as needed.

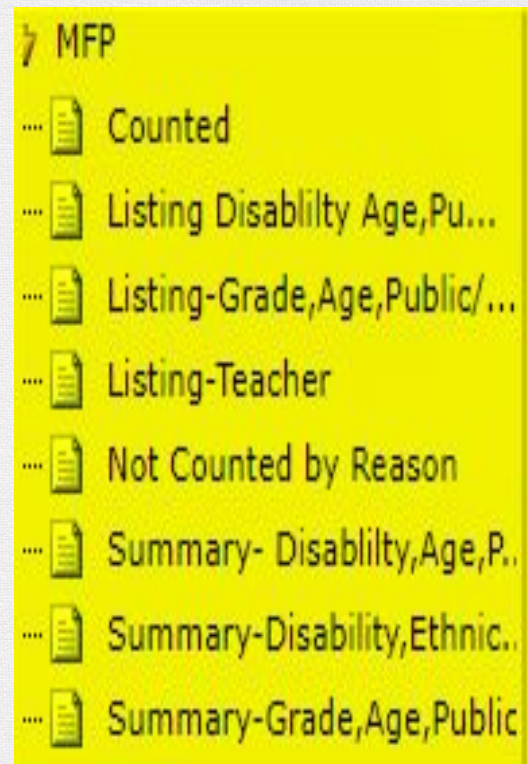
In order to verify your data, please run the following reports:

- MFP Counted
- MFP Not Counted
- MFP Summary
- G/T Reports (found under the Gifted/Talented tab)
- Cross Check Reports – Must be blank to ensure SIS/SER alignment and proper funding
  - SER/SIS (Child Count Compare)
  - SER/SIS
  - SIS/SER



# Child Count Reports

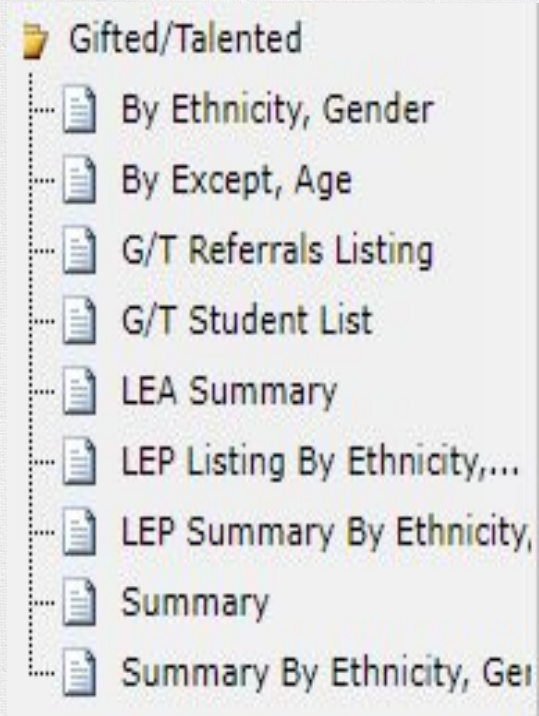
- **Counted Report:** is an alpha listing of all the students included in your child count.
- **Not Counted Report:** is a list of students not included in child count by reason.
- **Listing by Teacher:** is used to ensure that students are assigned to the correct teachers (LEADS).
- **Summary:** report provides a child count total by race, exceptionality, gender, etc.





# Gifted-Talented Reports

- LEAs should also run the Gifted/Talented (G/T) reports found under the G/T folder.
- Verify that all gifted and talented students will be included in the child count.





# Child Count Reports

## Not Counted Report

- MFP Not Counted report looks at a student's record as if the present day was the count date **(February 1)**
- Groups students by reason
  - Invalid Evaluation
  - Invalid IEP Placement and/or Service Plan
  - No Active Services Found as of Count
  - Primary exceptionality is Developmental Delay and student's age is greater than or equal to 9.
- Reason prompts necessary action to resolve the error
- Students move to the Counted Report once all errors corrected



# Not Counted Reports

The report looks at each student as though today's date is 2/1 (the MFP count date).

## State MFP Child Count

\* Count as of 02/01/2022 \*\*

Louisiana Department of Education

### Alphabetical Listing of Children Not Counted

School System:

Reason: Invalid IEP/placement and/or services plan

State ID Number	Local ID	School Code	Report Disseminated Date	Primary Exceptionality	Birth Date	Age	IEP/IFSP Date *Serv. Plan DT
	2009869		05/17/2021	Talented	14	16	04/29/2020
			10/19/2021	Multiple Disabilities	1	3	
				Developmental Delay	24	5	
				Talented	21	17	01/28/2021
				Developmental Delay	19	8	02/01/2021
				Gifted	16	9	01/04/2021
				Specific Learning Disability	26	16	02/01/2021
				Talented	31	14	10/27/2020
	2009835		01/15/2022	Gifted	1	5	
	0049771		01/05/2022	Developmental Delay	12	6	
	7089961		01/05/2022	Specific Learning Disability	7	16	
	8039786		01/05/2022	Intellectual Disability - Mild	25	9	
	2009832		01/26/2022	Speech or Language Impairments	5	3	
			04/24/2019	Gifted	5	17	02/01/2021
	2009845		01/11/2022			3	
	2009839		01/18/2022			4	
	1099868		02/28/2019			16	01/15/2021
	4129994		01/06/2022			14	
	2009824		01/05/2022	Impairments		2	
			12/09/2020	Gifted	6	13	12/09/2020
	5239992		01/08/2020	Gifted	21	15	12/01/2020
	2319998		01/25/2022	Developmental Delay	11	5	

Note that even though the report was run on 1/26 the IEPs due at the end of February are on this report as being invalid

Because...

If today were 2/1 they would not have a current IEP/SP

Run Date: 1/28/2022 2:33:44 PM

Count Run Date: 02/01/2022

Page 2 of 6



# Not Counted Reports

School System: [REDACTED]

**Reason: No active services found as of count**

Last Name	First Name	Middle Name	State ID Number	Local ID Number	School Code	Date of Birth	Age as of 10/01/2010	Current DRDS Date	Exceptionality
LAST-1997359	FIRST	MIDDLE	991-99-7359	000000000	[REDACTED]	04/12/2002	08	03/16/2010	Specific Learning Disabilities
LAST-2000488	FIRST	MIDDLE	992-00-0488	000000000	[REDACTED]	11/08/2004	05	02/21/2008	Speech or Language Impairments
LAST-2001179	FIRST	MIDDLE	[REDACTED]	[REDACTED]	[REDACTED]	11/21/1993	16	01/23/2009	Mental Disabilities
LAST-2004948	FIRST	MIDDLE	[REDACTED]	[REDACTED]	[REDACTED]	03/20/2003	07	05/31/2010	Speech or Language Impairments
LAST-2018410	FIRST	MIDDLE	[REDACTED]	[REDACTED]	[REDACTED]	05/15/1995	15	03/17/2009	Specific Learning Disabilities
LAST-2026028	FIRST	MIDDLE	[REDACTED]	[REDACTED]	[REDACTED]	09/07/2004	06	04/01/2009	Developmental Delay
LAST-2032729	FIRST	MIDDLE	992-03-2729	000000000	[REDACTED]	04/13/1991	19	05/28/2009	Mental Disabilities
LAST-2038687	FIRST	MIDDLE	992-03-8687	000000000	[REDACTED]	12/12/2005	04	11/19/2009	Developmental Delay

Look up students to see why no services are open.

Total Students Not Counted: 339

**Reason: Primary Exceptionality is Developmental Delay and student's age is greater than or equal to 9.**

Last Name	First Name	Middle Name	State ID Number	Local ID Number	School Code	Date of Birth	Age as of 10/01/2010	IEP/IFSP/ *Service
LAST-1850857	FIRST	MIDDLE	991-85-0857	000000000	[REDACTED]	02/02/1999	12	03/18/2010

contact your pupil appraisal staff to do a reevaluation on this student





# Cross Check Reports



# Cross Check Reports

There are three of SER Cross Check Reports:

- **SER/SIS Cross Check:** Compares your current SER data for active students with a current IEP to SIS data in entire state
- **SER/SIS Cross Check (Child Count Compare):** Compares the current SER child count to SIS data in the entire state
- **SIS/SER Cross Check:** Compares your current SIS data with active enrollments to SER data in entire state



# SER/SIS Cross Check Reports

- Compares current SER data to SIS data for active students with a current IEP in the entire state
- Finds students who moved to another LEA
- Displayed in the SER Site/SIS Site Column
- Identifies students who withdrew/did not return
- Displayed in the Not Found in SIS Column



# SER/SIS (Child Count Compare) Cross Check Report

- Compares the current SER child count to SIS data in the entire state as of the count date
- Use for IDEA (October 1 Count) and MFP (February 1 Count)
- **Used to audit IDEA and MFP funding**
- For IDEA and MFP counts SER and SIS should match
- No errors should be reported



# SER/SIS Cross Check Reports

Examples: Discrepancies shown on the SER/SIS Cross Check (General) and SER/SIS Cross Check (Child Count Compare) Reports

SER Last Name / SIS Last Name	SER First Name / SIS First Name	State ID / Local ID	SER Site / SIS Site	SER Birth Date / SIS Birth Date	SER Ethnicity / SIS Ethnicity	SER Gender / SIS Gender	SER Jur / SIS LEA	Not Found in SIS	SER Profile Grade / SIS Grade
Example 1			026017	12/26/1997	Black or African American	M	026	X	09
Example 2									T9 09
			026000	7/30/2010	White	F	026	X	20
			026000	2/17/2012	Hispanic/Latino	M	026	X	20
			026000						
Example 3			026116 026043						

Remember the Child Count Compare Cross Check displays students with discrepancies included in your Child Count. Therefore the report must be blank!



# SIS/SER Cross Check Report

- Compares current SIS data with active enrollments to SER data in entire state
- Identifies students who have moved to your LEA who may need services
  - Helps assure students are being provided FAPE (IDEA)
  - Helps prevent out of timeline evaluations and IEPs



# SIS/SER Cross Check Report

Examples: Discrepancies shown on SIS/SER Cross Check Report:

SIS Last Name / SER Last Name	SIS First Name / SER First Name	SIS State ID/ State ID	SIS Site / SER Site	SIS Birth Date / SER Birth Date	SIS Ethnicity / SER Ethnicity	SIS Gender / SER Gender	SIS LEA / SER Jur	SIS Grade / SER Profile Grade
Example 1			369003 369002					
Example 2			369003 369002					
Example 4				5/27/2004 5/24/2004				04 03
								07 08
Example 3			369001 369002					
Example 5					Hispanic/Latino, Native Hawaiian or other pacific islander Hispanic/Latino			





## 2021-2022 On-going Support



# Data Reporting Resources

EdLink 360 resources are posted and/or linked on the [EdLink 360 support page](#)

- 2021-2022 Benchmark Calendar with Snapshots
- EdLink Extract File Layouts and SAMPLES
- EdLink 360 User Guides (Calendars & Attendance, Student, Staff)
- EdLink Student and Staff Reference Tables
- EdLink Frequently Asked Questions (FAQ)
- EdLink Security Information
- eScholar Applications Information
  - Uniq-ID
  - DirectMatch
  - StaffID
- 2021-22 System Enhancements
- Training Schedules / Slide deck and recording for previous trainings
- Webinar and Office Hours Schedules
- Login URLs and Email addresses for support



# Who to contact for support

Email the system data managers listed below if you need assistance with the collections.

- Data Systems Manager: [Sherry.Randall@la.gov](mailto:Sherry.Randall@la.gov)
- Special Education Reporting (SER) & EdLink LEAP 2025 Assessment Data & Snapshot: [Bernetta.Sims@la.gov](mailto:Bernetta.Sims@la.gov)
- EdLink Student data submissions & snapshots, Dropout Corrections: [Tara.Baylot@la.gov](mailto:Tara.Baylot@la.gov)
- Student Transcript System (STS) and EdLink transcript/IBC data submissions: [SystemSupport@la.gov](mailto:SystemSupport@la.gov)
- Annual Financial Reporting (AFR) and EdLink Staff data submissions: [systemsupport@la.gov](mailto:systemsupport@la.gov)  
[Caitlyn.Robinson@la.gov](mailto:Caitlyn.Robinson@la.gov)
- School Finder and Principal and Superintendent Secure Portal assistance: [SystemSupport@la.gov](mailto:SystemSupport@la.gov)
- Sponsor Site System (SPS): [Anantha.Lakkakula@la.gov](mailto:Anantha.Lakkakula@la.gov)
- 2022-2023 System Enhancements: [edLink360@la.gov](mailto:edLink360@la.gov)
- EdLink Security for Dashboard Access and Other EdLink360 Issues: [edLink360@la.gov](mailto:edLink360@la.gov)
- PowerSchool sFTP Credentials and Whitelisting Requests: [LDOE\\_LEA\\_Support@powerschool.com](mailto:LDOE_LEA_Support@powerschool.com)
- Pandemic-EBT (P-EBT): [Carol.Mosley@la.gov](mailto:Carol.Mosley@la.gov)





# Louisiana SecureID System (eScholar)

## Who to contact for support

Who to Contact for Support	For assistance with
<a href="mailto:anantha.lakkakula@la.gov">anantha.lakkakula@la.gov</a>	<ul style="list-style-type: none"> <li>• Split a Shared LASID, Retire a Duplicate LASID, LASID Audits</li> <li>• Administrative functions such as system settings and configurations</li> <li>• eScholar User Access and Role Based Questions</li> </ul>
<a href="mailto:jayanthi.sothirajah@la.gov">jayanthi.sothirajah@la.gov</a> <a href="mailto:wanggan.yang@la.gov">wanggan.yang@la.gov</a>	<ul style="list-style-type: none"> <li>• SecureID, DirectMatch or StaffID general questions</li> <li>• Security Coordinators needing eScholar credentials or assistance provisioning their school system staff with eScholar system access</li> </ul>
<a href="mailto:support@escholar.com">support@escholar.com</a>	<ul style="list-style-type: none"> <li>• eScholar FTP Industry Based Credentials (IBCs) folders</li> <li>• eScholar FTP HiSet folders</li> <li>• Software bugs (system outage, security issues etc.)</li> <li>• File Format/Upload Questions</li> <li>• Requests for utilizing web services</li> </ul>
Your LEA Security Coordinator	<ul style="list-style-type: none"> <li>• System access for new users</li> <li>• Assistance with your eScholar login/password</li> </ul>
<a href="mailto:wen.fan@la.gov">wen.fan@la.gov</a> or <a href="mailto:LDEdata@la.gov">LDEdata@la.gov</a>	<ul style="list-style-type: none"> <li>• Data Management FTP (DM FTP) Updates and support</li> </ul>







# Questions